



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

# Teachers Central to Leadership (TCTL) Fellowship Application 2010

## INSTRUCTIONS FOR APPLICATION SUBMISSION

**PLEASE READ THIS PAGE IN ITS ENTIRETY BEFORE SUBMITTING YOUR APPLICATION**

### **Program Overview**

The transformation of the District of Columbia Public Schools rests on the vision of creating the best urban school district in the country and closing the achievement gap that persists along racial and socioeconomic lines. Being the best urban school system means that we will have engaging instruction, diverse programs, and specialty learning environments that promote academic achievement in our classrooms. DCPS instruction will be efficient, transparent and responsive to student needs. DCPS teachers are critical to transforming this vision into a reality and ensuring that educational policies made in the DCPS Central Office are informed by real, on-the-ground input of teachers. Our teachers are critical to informing school policies and essential to effective implementation system-wide. To this end, DCPS is pleased to offer the Teachers Central to Leadership program, a teacher fellowship program, in its second year, which provides DCPS educators with leadership opportunities and engages them in crucial decision-making processes at Central Office. TCTL Fellows gain first-hand experience in urban education reform at a macro- level. TCTL aims to:

- Provide talented DCPS educators with the opportunity to expand their knowledge base and skill set by involving them in central office decision-making.
- Remove the barriers between schools and the district headquarters.
- Inform and enrich DCPS policy-making and projects with invaluable, “on-the ground” input from DCPS educators.
- Enhance leadership development of DCPS educators.

### **Summer Program Dates: June 28, 2010 – August 6, 2010**

DCPS is currently recruiting for its TCTL Summer Class, which will take place between June 28th through August 6th, 2010. DCPS will select up to 6 DCPS TCTL Fellows.

### **Professional Development**

Leadership development is a critical component of the program. TCTL Fellows will:

- Participate in leadership, management, networking and presentation skills workshops.
- Participate in central office policy committees and task forces.
- Conduct site visits to public schools, charter schools, local agencies and educational nonprofits in DC.
- Make presentations to school system leadership.
- Receive mentorship from key leaders in the Chancellor’s cabinet and director-level staff.
- Attend Power Leadership Lunches with the Chancellor, DCPS Chiefs, and education leaders.

## Compensation

All TCTL Fellows will receive a \$5000 stipend for the summer.

## Deadline

The full application deadline for the TCTL Fellowship Program is:

- **Friday, April 2, 2010 (No later than 5pm EST)**
- The last page of this application information sheet contains a detailed timeline of the admissions cycle.

## Qualifications of Candidates

- Must be a teacher in good standing with the District of Columbia Public Schools.
- Must submit 3 references, one of which must be your principal and the other two are professional colleagues.

## To Apply

Please complete the online application at: <https://octo.quickbase.com/db/be3gg36ez?a=GenNewRecord>

Note: Please be sure to include your first and last name on the top of each of your essays.

## Fellowship Placements in Central Office

TCTL Fellows will be selected to work in one of the following divisions:

### PLACEMENT 1: Office of the Chief Academic Officer (CAO)

The Office of the Chief Academic Officer is focused on ensuring that every child, in every classroom, has access to engaging instruction.

- **Teaching and Learning**
  - The Department of Curriculum, Instruction, Intervention, and Enrichment is responsible for monitoring educational content and standards at the early childhood/Head Start, elementary, and secondary level.
  - The Department of Middle and High School Transformation provides services to ensure students are college and career ready when they graduate. This department supports schools through course offerings and academic policy, scheduling, guidance and counseling, college readiness, career readiness, and JROTC.
  - The Office of Inclusive Academic Programs is responsible for specialized instruction, bilingual education, and gifted and talented education.
  - Specialized Instruction is responsible for providing support to ensure that general and special education teachers are prepared to deliver effective instruction to students with special needs
  - Bilingual Support and ELL Support is responsible for providing educational services to English language learners (ELL) and their families and supporting teachers who engage these students.
  - Gifted and Talented Education is responsible for providing educational services to ensure that teachers are prepared to deliver effective instruction to students who have exceptional ability.
  - Out-of-School Time manages after school, high school credit recovery, summer school, and Saturday scholars.
  - Summer School programs are responsible for providing a variety of academic and extracurricular activities, being available for elementary, middle, and high school students, and being available at no cost to children whose parents or guardians are residents of DC.
  - Saturday Scholars is a 12-week academic intervention program for grades 3-12 that runs from January to April.
  - After-School and Credit Recovery Programs include elementary and middle school academic and extracurricular activities, high school college prep, leadership, arts, and recreational activities, and high school credit recovery classes.

- Instructional Technology and Media Services and Library Media Services are responsible for educational technology tools and library media resources
- The Athletics Department's responsibilities include athletic programs for grades 4-12, game officials and security, athletic health care services, equipment and supplies, sport clinics, and safe transportation for participants.
- Career Readiness
- College Readiness
- **The Office of Youth Engagement** focuses on key areas including: attendance, student behavior and school culture, and health and wellness.
  - Attendance and Truancy
  - Extra Support and Alternative Programs
  - Health, Wellness and Physical Education
- **The Office of Professional Development** is responsible for providing training and job-embedded support to educators.
- **The Office of School Innovation** is responsible for developing and supporting innovative school models and providing more choices to families in the District of Columbia.

## PLACEMENT 2: Office of Data and Accountability (ODA)

The Office of Data and Accountability collects and analyzes data for assessments, adequate yearly progress (AYP), student achievement, surveys.

## PLACEMENT 3: Office of the Deputy Chancellor for Human Capital and Human Resources (HCAP/HR)

The Office of the Deputy Chancellor is responsible for recruitment, selection, induction, development, evaluation, compensation and retention for teachers, principals and central office employees and oversees all human resources functions.

## PLACEMENT 4: Office of Family and Public Engagement (OFPE)

The Office of Family and Public Engagement is responsible for:

- Parents and families
- Parent and Family Resource Centers
- Community engagement
- Community forums and other public meetings
- Press conferences and releases
- Website strategy and technology initiatives
- Publications
- Work with parents and families includes:
  - Developing strategies to strengthen school-based parental engagement
  - Developing school, family, and community partnerships that can help increase student learning and development
  - Creating awareness of a variety of ways parents and schools can connect and work in partnership
  - Communicating effectively with parents
- Parent and Family Resource Centers help parents and caregivers by:
  - Creating learning opportunities

## PLACEMENT 5: Office of Special Education (OSE)

The Office of Special Education works with schools to ensure that students with disabilities have the services and support they need to achieve success.

- **The Strategy and Operations Team** is responsible for strategy, organizational development, and operational effectiveness.
- The Resolution Team is responsible for:
  - Investigation and resolution of due process complaints
  - Monitoring and timely implementation of hearing officer decisions and settlement agreements
  - Developing quality compensatory education plans appropriate for each student's individual needs
- **The Communications and Public Outreach Team** is responsible for improving communications, building stronger connections with the families we serve, and reaching out to the entire DC community.
- **The Related Services Team** manages assessment and intervention services for audiology, speech-language therapy, occupational and physical therapy, orientation and mobility, social work, and psychology.
- **The Non-Public Transition Team** is responsible for monitoring special education for students who attend tuition grant schools and residential facilities.
- **The Critical Response Team** in the Office of Special Education is responsible for rapidly and thoroughly addressing the concerns of stakeholders, particularly parents, regarding special education issues.

### Questions?

- Please email questions to ***Brittnay.Buckner@dc.gov***
- Applications that are incomplete or received via email, postal mail or fax will not be considered.

### Contact for questions:

Brittnay Buckner  
 Coordinator, Teacher Recognition and Engagement  
 Office of the Deputy Chancellor  
 District of Columbia Public Schools  
 Brittnay.Buckner@dc.gov  
 202-719-6643

***Thank you for your interest in the Teachers Central to Leadership with the District of Columbia Public Schools!***

## TCTL ADMISSIONS PROCESS AND TIMELINE

Submit Application and Resume	Deadline
Application due date	April 2, 5 PM EST
Phone Interviews	
Phone interviews for applicants who pass initial paper screen.	April 5-16
Finalists Interviews and Selections	
In-person interviews for applicants who pass phone interview.	<u>TCTL Interview Days</u> May 7 & 8
TCTL Email Notification	Friday, May 14
TCTL Program Dates	June 28- August 6

## DCPS Notice of Non-Discrimination

**Notice of non-discrimination.** In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §§ 2-1401.01 et seq. (Act), the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action. The following office has been designated to handle inquiries regarding non-discrimination policies: Equal Employment Opportunity Office, District of Columbia Public Schools, 825 North Capitol Street, NE, Washington, DC 20002, (202) 442-5424.